

NAVY CAREER COUSELOR INFORMATION SYSTEM

# CIPM 99 Release 1.0c



## What's New

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### Importing Data

**Organization Assignments.** You no longer have to have exactly the same organization structure to export/import members between Counselor offices. Imported members no longer create duplicate or separate offices. Incoming member are now assigned to your local organizational structure.

This is important *for non-connected offices* that want to share CIPM 99 information using file transfers, i.e. e-mail or diskette. The sending counselor's office simply **Exports** the local members into a file, attaches the file to an e-mail, and sends the file to the receiving counselor's office the e-mail. The receiving counselor's office, copies the attached e-mail file to a floppy, and **Imports** the sender's members into his/her local CIPM 99 database. CIPM 99 will ensure the incoming members will be assigned to your local office correctly.

**What's Changed?** The **Exported** member's records now contain the member's actual **UIC, Department** and **Division**. CIPM 99 Import now searches the receiving organizations database for a matching UIC, Department and Division and assigns the member to the office. If no matching UIC, Department, Division is found, CIPM 99 will create one on the receiving database and place the member into it.

**New Sources.** The Import functions can now read many more types of Counselor data including *CIPM 99 Backup files*. Of course CIPM 99 can still read all older CIPM formats:

- CIPM 1.0 Backup file
- Any CIPM.DBF file
- CIPM 2000
- CIPM 3.0
- CIPM 95 Export
- CIPM 95 Backup
- CIPM 97 Backup
- CIPM 97 Export
- CIPM 99 Export
- CIPM 99 Backup
- PC EDVR
- RSTARS

## PC EDVR - New PG/PL Controls

You can now control whether *Projected Lost* and *Projected Gain* members are added to your CIPM 99 database. Just check the categories (see *Include Status* check boxes that have been added to the PC EDVR Import Screen below) that you want or don't want added to your CIPM database. Remember that CIPM 99 will always update any member's record in your CIPM 99 database, provided you have selected the member from the PC EDVR list of names (see below).

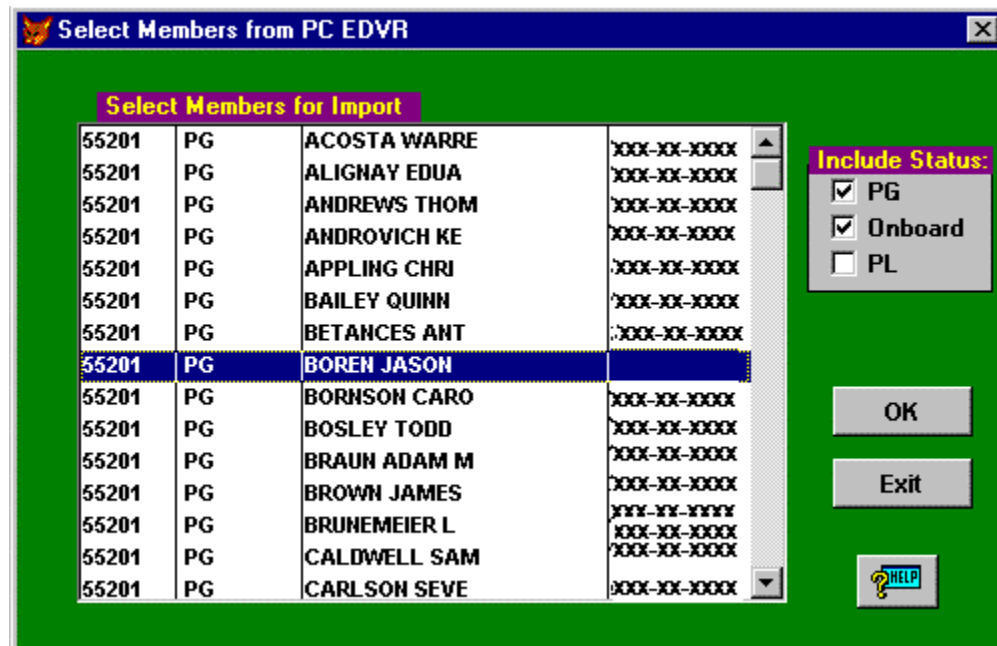


Figure 1. New Import PC EDVR Screen with PG/PL/Onboard Controls

**Background.** Earlier CIPM 99 versions always updated any CIPM 99 member record found during the *PC EDVR Importing*. However, CIPM 99 would not let any *PL* (Project Loss) member be added to the database. This not a problem for mature CIPM 99 databases this appears to be compatible with local procedures. PL members are moved to history file (*Archive*) and EDVR will keep them updated in history but will not add any new PL members.

For startup CIPM 99 sites counselors wanted all EDVR members loaded initially but could not import PL members.

**New Version.** Version 1.0c added **STATUS** controls to the PCEDVR Import screen so the user can select which groups add to their CIPM 99 database during the import: (1) **PG** (Projected Gains) default is include; (2) **Onboards** default is include; and (3) **PL** (Projected Loss) default is exclude.

Newly imported members are automatically assigned to one of the following departments: (1) **UIC\PG office**, (2) **UIC\ONBOARD** or (3) **UIC\PL** department, depending on their EDVR status and UIC assignment. You can view these new members using the General Report screen (see new General Reports screen below).

Figure 2. Viewing New PG/PL Departments with the General Reports Screen

- To view a list of imported members, go to the **General Reports** screen (shown above) and click **Department** under the **Organization** choices and pick a department (category-PL/PG and UIC combinations) from **Select a Dept** drop down list of departments. A list of PG and PL members by UIC will be displayed. Pick the category and print the list.
- Also, during the Import, CIPM 99 will re-calculate each selected member's **Separation Date** by adding his **Inoperative extension months** to his **EAOS** date. (For USNR, CIPM 99 uses the EREN date for the member's separation date.) The Separation date is also re-calculated whenever a new member's record is added or updated.

- **PC EDVR Import** no longer updates a member's **Rate** and **Status**. Once you set it, it stays. Also, the **Reporting Onboard date** and **Date of Rank** conversion has been corrected.

## CREO/REGA - New E5 & E6 Information

The **CREO/REGA** screens and data have been updated to meet the newer CREO/REGA messages. The new **Browse CREO** screen is shown below:

USN - First Term	USN - Careerist	TAR - First Term	TAR - Careerist	Rate	Stk Status	E4 Adv	E5 Adv	E6 Adv	CREO CAT	ASVAB Exp
ABE	OPEN	EX	EX	BA	1-Under	AR+MC+AS>=130				
ABF	OPEN	BA	AV	AV	1-Under	AR+MC+AS>=130				
ABH	OPEN	BA	BA	AA	2-Normal	AR+MC+AS>=130				
AC	A SCHL REQD	EX	AA	AA	1-Under	AR+2*MK+GS>=210				
AD	OPEN	BA	AA	AA	1-Under	AR+MK+EI+GS>=190				
AE	OPEN	AV	AA	AV	1-Under	AR+MK+EI+GS>=218				
AG	A SCHL REQD	EX	EX	EX	2-Normal	AR+2*MK+GS>=214				
AK	OPEN	EX	EX	BA	2-Normal	VE+AR>=103				
AME	A SCHL REQD	EX	EX	AA	1-Under	AR+MC+AS>=164				
AMH	OPEN	AA	AA	AA	1-Under	AR+MC+AS>=164				
AMS	OPEN	AA	AA	AA	1-Under	AR+MC+AS>=164				

Figure 3. New Browse CREO Screen with Print button

- **CREO Version.** The Browse CREO Screen now displays the current CREO Version on the title bar of each CREO related Screen. For this release is: **NAVADMIN 113/00 dated May 2000** is included.
- **New Tabs.** Two new screen tabs have been added for a total of four: **USN-First Term**, **USN-Careerist**, **TAR-First Term** and **TAR-Careerist**. The display columns have been changed to: **Rate**, **Striker Status**, **E4 Advancement Opportunity**, **E5 Advancement Opportunity**, **E6 Advancement Opportunity**, and **CREO Categories**.
- **Print CREO.** You can now print the current CREO using the convenient **Print CREO** button located on the lower right area of the screen. Just click the button and a preview report will be displayed.

- **Data Changes.** The CREO data no longer has separate categories for *women/men* and the *Advancement Opportunities* categories have been changed to *Excellent, Above Average, Average, Below Average, Poor and Not Applicable* for *E5, E5 and E6*.

The **Edit CREO** screen now has two pages instead of one page. Page 1, the **Rate**, is shown below:

Figure 4. New Edit CREO Rate Page with E4/E5/E6 Advancement Ops

Page 1 (**Rate** Tab) has the **Rating**, **CREO Categories**, **Non-Designator Striker Status**, **Advancement Opportunity** and **CREO Category** for **First Termers** and **Careerist**. You can edit any of these fields. Just click on the list box down arrow button to view the choices and click your choice. Click away (outside the list) to ignore the change.

The new **ASVAB Requirements** page (as shown below) displays the **Tools** and **ASVAB Minimum Required Scores** expressions required for this rate:

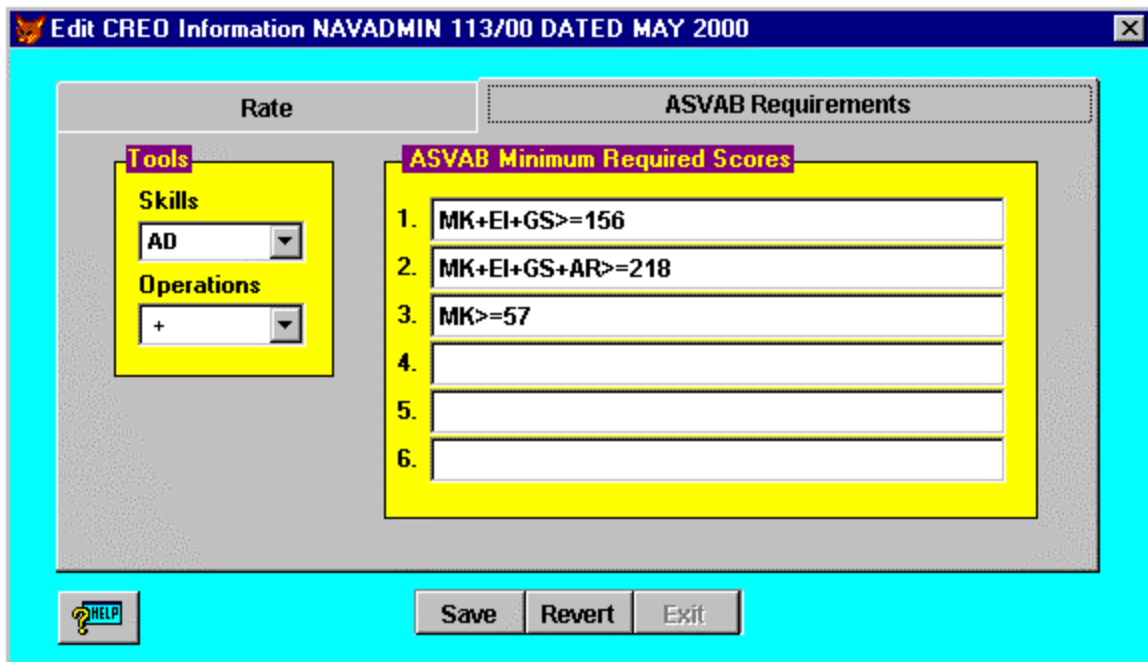


Figure 5. New Edit CREO ASVAB Requirements Page

- The **Tools** contain the Skills and Operations list boxes. Whenever you pick one of the items CIPM 99 will place the item in the first expression row's text box.
- The **Skills** list box contains a list ASVAB categories and descriptions.
- The **Operations** list box contains a list of valid algebraic operators.
- The **ASVAB Minimum Required Score** has been expanded to 6-expression to determine eligibility for a Rate. A member must meet all the conditions to be eligible for admission into the Rate.
- **Example.** In the above example in order to be eligible for **AT rating**, the member must:
  - 1) The sum of the member's MK, EI and GS ASVAB grades must be at least 156 or algebraically  **$MK+EI+GS \geq 156$** , where  $\geq$  means "greater than or equal to". And
  - 2) The sum of MK, EI, GS and AR must be at least 218 or  **$MK+EI+GS+AR \geq 218$**  and;
  - 3) The member must score at least 57 on the MK score or  **$MK \geq 57$** .

**NOTE:** You do not need to change the CREO settings unless you need to correct an error. CIPM 99 Help desk publishes the new CREO on the Internet whenever the CREO changes.

## New General Screen Features

Several improvements have been made to the Browse screen to make the program more user friendly. The following is a typical **Browse Screen**:

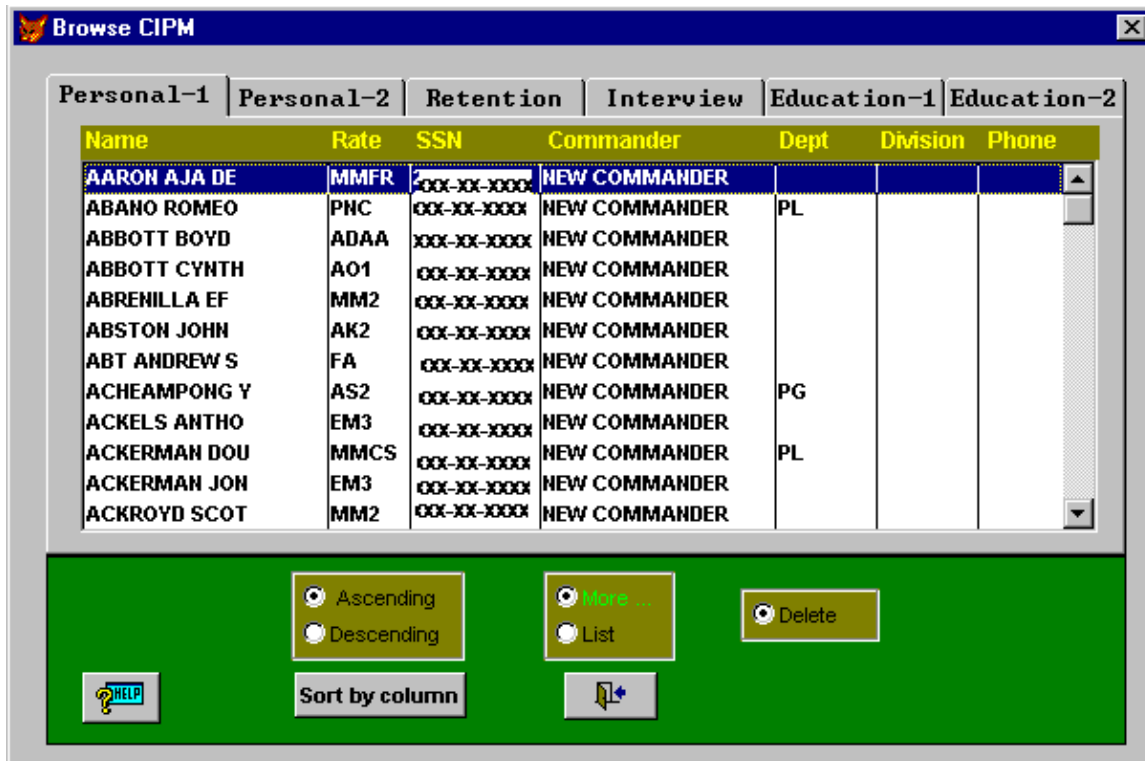


Figure 6. Typical CIPM 99 Browse Screen

- Users can now **Double Click** on any row in a browse/list to edit the detailed information about a record. This double click does the same as clicking the **More...** button and then the **Edit** button on the next screen.
- The **Sort** button no longer re-sorts the records in the Browse list after the user returns from the detail screen. Once you sort a list you can go down the list editing each record as needed without having to re-sort and locate the next record to edit.

## New CIPM Screens

CIPM screens have been reorganized into 8-tabbed page. Most of the pages have been re-designed with the exception of the Dependent's (**Depend**), **Interview** and **Education** pages. The other 7-pages have been changed as shown below:



## Basic Information Page (BASIC)

**Edit CIPM - SSN: XXX-XX-XXXX ABANO ROMEO**

**Basic** | Depend | Retention | Interview | Scores | Education | Evals | Adv

**Name** ABANO ROMEO **Status** Transferred

**CIPM BASIC**

**SSN** XXX-XX-XXXX **Rate** PNC **Sex** ☒ M ☐ F **Citz Country** US

**Paygrade E** 7 **Branch** USN **Warfare Dsgn** AW **Ethnic Code**

**Clearance** Secret **TAR** ☐ Y ☒ N **Hearing OK?** ☐ Y ☒ N **Vision Clear?** ☐ Y ☒ N **Vision 20/20 ?** ☐ Y ☒ N

**Street** **City** **State** **Zip** **Office** 55201 PROSPECTIVE LOSSES **Counselor** SYSADMIN

**Work Phone** **Home Phone**

**Save** **Revert** **Exit** **HELP**

Figure 6. New Basic Information Screen

- **BASIC Page.** You can now change any member's SSN (Social Security Numbers) can now be changed by the SYSADMIN. Just edit a member's record and the SSN field will be editable.

## Retention Page

Edit CIPM - SSN: XXX-XX-XXXX ABANO ROMEO

Basic Depend **Retention** Interview Scores Education Evals Adv

**Intention**

☐ Guard Elig?

☐ Retain?

☐ ENCORE Sent?

TAP Class ..

DD1306/63 ..

**Separation**

PG13 ..

DD2586 Rcvd ..

DD2648 ..

CNO Quest ..

**Reenlistment**

PEBD 1983.06.20

ReupC RE- ..

Extension ..

Term Career

Reup Dte ..

Reup Yr(+) 0

EAOS (=) 2000.03.13

InOpExt(+) 0

Sep/Ret (=) 2000.03.13

**Remarks**

Programs ..

Final Action? ..

☐ Transferred Complete?

Next Assgmt/Orders ..

Reason for Ext ..

HELP Save Revert Exit

Figure 7. New CIPM 99 Members Retention Screen

- The *Sep/Ret* (Separation date) is automatically updated whenever the *EAOS* or *InOpExt* (Inoperative Extension) is changed.
- The *Next Assgmt/Orders* (Next assignment or Orders), *Reason for Ext* (Extension), and the *Remarks* fields now appear in the EAOS (*R060*) and PRD (*R062*) Outlook report, if present.

## ASVAB Scores Page

**Edit CIPM - SSN: XXX-XX-XXXX ABANO ROMEO**

**Basic Depend Retention Interview Scores Education Evals Adv**

**ASVAB Scores**

**Member:** Paygrade E 7 ADSD 1983.06.20 **ASVAB/CREO Worksheet**

**Scores:**

**Scores 5**

ASVAB Version	Date	AFQT
GS	AR	WK
SI	NO	GI
AD	SP	MK
MC	EI	AI

**Scores 13**

ASVAB Version	Date	AFQT
GS	AR	WK
PC	NO	CS
AS	MK	MC
EI	VE	

**Save Revert Exit**

Figure 8. New CIPM 99 Members ASVAB Scores Screen

- You can now print a member's ASVAB Worksheet from this screen. Just click on the *ASVAB/CREO Worksheet* button to preview/print the report.

## Evals Page

Edit CIPM - SSN: XXX-XX-XXXX ABANO ROMEO

Basic Depend Retention Interview Scores Education Evals Adv

Evaluations

Eval Date	33	34	35	36	37	38	39	Recommend:
...								<input type="radio"/> Y <input type="radio"/> N
...								<input type="radio"/> Y <input type="radio"/> N
...								<input type="radio"/> Y <input type="radio"/> N

Remarks:

Add Year

Save Revert Exit

Figure 9. New CIPM 99 Members Evals Screen

- You can scroll up the current two years of evals making room for the current year using the new **Add Year** button on the **Eval** page.

## Advancement Page

**Advancement Data**

**Rate Training**

Mil Rank: E

PARS: E

PROF

Exam Rate

Term Elg

**Time in Rate**

	TIR	DOR
E2	..	..
E3	..	..
E4	..	..
E5	..	..
E6	..	..
E7	1994.09.01	1994.11.16
E8	..	..
E9	..	..

TIR Elg

Save Revert Exit

Figure 10. New CIPM 99 Members Advancement Screen

- The **Adv** page is a new page for the CIPM 99 Members screen. On one screen it contains all the **Advancement** related information that CIPM 99 tracks: *Time in Rate*, *Date of Rank*, *TIR Eligibility*, and *Rate Training*.

## ASVAB Browse

ADSD			Version			
Name	SSN	Dept	Rate	Pay	Sex	ADSD
AARON AJA DE	XXX-XX-XXXX		MMFR	1	F	1999.09.17
ABANO ROMEO	XXX-XX-XXXX	PL	PNC	7	M	1983.06.20
ABBOTT BOYD	XXX-XX-XXXX		ADAA	2	M	1999.09.13
ABBOTT CYNTH	XXX-XX-XXXX		AO1	6	F	1985.10.08
ABRENILLA EF	XXX-XX-XXXX		MM2	5	M	1997.07.29
ABSTON JOHN	XXX-XX-XXXX		AK2	5	M	1989.12.19
ABT ANDREW S	XXX-XX-XXXX		FA	2	M	1999.09.14
ACHEAMPONG Y	XXX-XX-XXXX	PG	AS2	5	M	1996.11.19
ACKELS ANTHO	XXX-XX-XXXX		EM3	4	M	1998.07.01
ACKERMAN DOU	XXX-XX-XXXX	PL	MMCS	8	M	1983.10.07
ACKERMAN JON	XXX-XX-XXXX		EM3	4	M	1996.11.06
ACKROYD SCOT	XXX-XX-XXXX		MM2	5	M	1988.11.15

☒ Ascending  
☐ Descending

☒ More ...  
☐ List

☒ Delete

Figure 11. New ASVAB Browse Screen

- You can now print an **ASVAB Worksheet** for any member by selecting a member in the **Browse ASVAB** screen and clicking on the new **ASVAB Worksheet** button located on the Browse ASVAB screen.

## NAVPERS 1306/7

Prepare NAVPERS 1306/7 Form ABT ANDREW S XXX-XX-XXXX

Browse Members    Action    Data-1    **Data-2**

**Last two evaluations (Fill in block numbers)**

Eval Date	33	34	35	36	37	38	39
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Eligible for duty requested?  
☐ Has clear record    No. of Months   
☐ Meets Security Clearance Requirements?  
☐ N/A (Clearance is not appropriate)  
☐ SECNAVIND required?

**Activity's Address**

**Use this space for additional brief comments:**

Figure 12. New NAVPERS 1306/7 Data-2 Page Screen

Now you can add comments to the backside of your *NAVPERS 1306/7* using the new *Data-2* page field *Use this space for additional brief comments* to store comments.

## Professional Development Board

PDB Due Dates	Comments	Date Complete
<b>Rpt Onboard</b> 2000.04.13		..
<b>6 Months</b> 2000.09.13		..
<b>E3 Adv</b> 1999.07.01		..
<b>Other's</b>		..
		..
		..

Figure 13. New Professional Development Board PDB's Page Screen

Board Member Comments (the six *Comments* fields above), if any, are now being printed on the PDB Profile Sheets.



## ASVAB Worksheet

**ASVAB Worksheet (Career Change Opportunities) NAVADMIN 113/00 DATED MAY 2000**

**Select Names :**

AARON AJA DE	USN	First Term	XXX-XX-XXXX	
ABANO ROMEO	USN	Careerist	XXX-XX-XXXX	PL
ABBOTT BOYD	USN	First Term	XXX-XX-XXXX	
ABBOTT CYNTH	TAR	Careerist	XXX-XX-XXXX	
ABRENILLA EF	USN	First Term	XXX-XX-XXXX	
ABSTON JOHN	USN	Careerist	XXX-XX-XXXX	
ABT ANDREW S	USN	First Term	XXX-XX-XXXX	
ACHEAMPONG Y	USN	First Term	XXX-XX-XXXX	PG
ACKELS ANTHO	USN	First Term	XXX-XX-XXXX	PL
ACKERMAN DOU	USN	Careerist	XXX-XX-XXXX	
ACKERMAN JON	USN	First Term	XXX-XX-XXXX	
ACKROYD SCOT	USN	Careerist	XXX-XX-XXXX	
ACOFF JAMES	USN	First Term	XXX-XX-XXXX	
ACOSTA HECTO	USN	Careerist	XXX-XX-XXXX	

**Select:**

☐ Qualified Only

☐ Open Rates Only

**Output:**

☒ Print Preview

☐ Printer

☐ File

OK

Cancel

HELP

Figure 14. New ASVAB Worksheet Screen

- The ASVAB Worksheet screen SEX category has been dropped.
- The ASVAB Worksheet report has a new subtitle referencing the CREO used in the report, e.g. NAVADMIN 113/00 dated May 2000.

**General Record Selection/Sorting**

REPORT: INTENTION OF MEMBERS (R015)

**Quick Query**

**Organization:**

☐ Command  
☐ UIC  
☐ Dept  
☒ DIV  
☐ WIC

**Select a Division**

BEQ

**Ranges:**

**Data Item:**

**Text :** NONE

**Dates:** EAOS 2000.09.14 TO 2001.09.14

**Number:** NONE 1 TO 10

**Advanced Query**

**Examples:**

Date: 2001.01.01.  
Paygrade: 1,2,3...9  
SSN: 888-88-8888

**Select:**

☒ Show SSN  
☐ +Archive

☒ Print Preview  
☐ Printer  
☐ File  
☐ E-Mail

See Note

OK

Exit

HELP

- **Show SSN.** You can suppress the printing of SSN's on any General Report. Just check (to display SSN's) or uncheck (to suppress SSN's) the **Show SSN** checkbox (see Figure 15 above).
- **+Archive.** You can include Archive data in any General Report. Just check (to include) or un-check (to exclude) the **+Archive** checkbox before you print your report (see Figure 15 above). When you check/un-check the +Archive checkbox, CIPM 99 re-builds the **Organization** and **Ranges** drop down lists to reflect any scope change.
- **E-Mail.** All the General Reports (except R037 and R044b) have been updated to specifically for e-mailing the reports.
- **Organization.** The **Organization** list entries now displays **UIC, Department** and **Division**, which is useful for multi-UIC installations that have the same departmental or divisional names.
- **Ranges.** The **Ranges: Text, Date, Number** selections have been updated to reflect the report selected, i.e. you can specify which records to select using **any** of the report's data fields. The default settings have been reviewed and updated.
- **EAOS/PRD Reports.** The **R062 PRD/R060 EAOS 12-Month Outlook** report have been changed:
  - 1) To include the member's **NEXT ASSIGNMENT, REASON FOR** (reenlistment/transfer), **ORDERS** and **REMARKS**, if the information is available in the member's record. The report shows the CO who is under orders. The remarks can annotate if someone has an **OTEIP** extension in or has applied on **JASS**.

- 2) On the R062 PRD Outlook report the **INTENTION** field has been removed, since it is not necessary.
- **Reenlistment Statistics.** The Reenlistment Statistics algorithm. Reports **R044a**, **R044b**, **R044c** and **R044d**, now:
    - 1) Calculate Reenlistment Statistics using the member's **RE-Codes** (Ref: Reenlistment Codes per OPNAVINST 1160.5C dated 18 October 1993) for eligible/non-eligible status. (See **White Paper for CIPM 99 Reenlistment Statistical Report** for more details). So, the CCC will need to keep the RE-CODES up to date and then the Reenlistment Statistics will be correct.
    - 2) The reports now include members stored in the CIPM history file (**ARCHIVE.DBF**).

## E-mail

**General Record Selection/Sorting**

**REPORT: LOCATOR LISTING (R016)**

**Quick Query**

**Organization:**

☒ Command  
☐ UIC  
☐ Dept  
☐ DIV  
☐ W/C

**Advanced Query**

**Examples:**

Date: 2001.01.01.  
 Paygrade: 1,2,3...9  
 SSN: 888-88-8888

**Ranges:**

	Data Item:	Beginning Value:	Ending Value:
Text :	NONE		TO
Dates:	NONE	2000.10.01	TO 2000.10.31
Number:	NONE	1	TO 10

**Select:**

☒ Show SSN  
☐ +Archive

☒ Print Preview  
☐ Printer  
☐ File  
☐ E-Mail

See Note  
 OK  
 Exit

HELP

Corrected format for e-mail reports. The reports no longer have some date fields truncated.

## Interviews

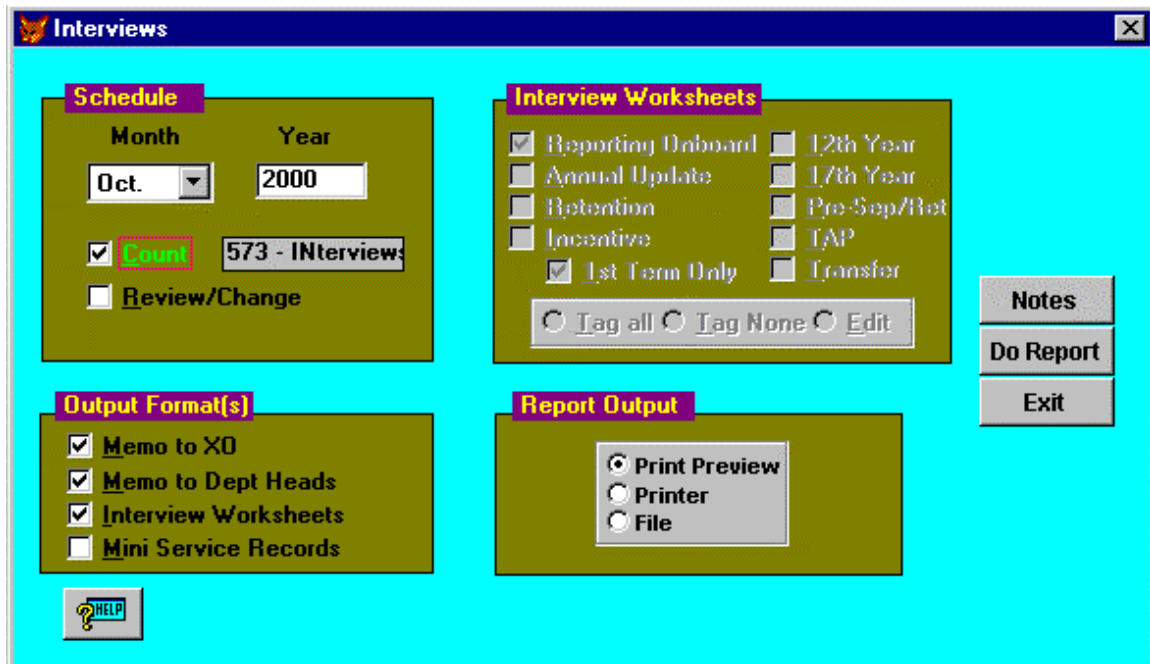


Figure 15. New General Report Screen

- On the printed report for the due/overdue interviews, which is from the CCC to the XO, the word "Sincerely" was replaced with "Very Respectfully".
- TAP interview are now scheduled at 6-months prior to the members separation date instead of 11-months.

## Improved Maintenance

Common Help Desk fixes are now preformed automatically on startup and whenever the **Rebuild All Index Files** Maintenance function is preformed. The following data recovery and re-calculations are performed:

- **Lost Members.** We have added record linking validation and recovery to all data within CIPM 99. Any member, counselor, office or command that has become invisible or lost (a member not assigned to any particular organization) will be recovered and made visible. CIPM 99 Ver 1.0c will add these invisible members to a **LOST** department.
- **Separation Dates.** Re-calculates members' Separation date using the Inoperative extension months, if appropriate.
- **Term Designation.** Re-calculate member's TERM based on his/her ADSD.
- **Historical Records.** Records that have been archived have their organization assignments validated and corrected, if needed.
- **Duplicate Records.** Removes duplicate members' records from CIPM that have been Archived.

- ***Network Backups***. Corrected the network-to-floppy diskette Backup/Restore problem.